

# Eastern Oregon University Head Start Position Announcement: Inclusion Specialist

**Position Type:**

Renewable Annual Contract

**Department:**

Eastern Oregon University Head Start

**Application Deadline:**

May 17, 2019

**Description:**

Develop and maintain a safe, nurturing and assertive relationship with Staff, Children, and Families; Support teachers and classrooms in helping children develop the skills of self-regulation, good health, and social competence. Provide support/coaching for at risk students to remain in the classroom. Encourage the emotional health and social well-being of children and families.

**Qualifications:**

- Bachelor's Degree in a related field (i.e. Education, ECE, Sociology, Psychology)
- Good oral and written communications skills
- Experience working with children in a calm, gentle manner.
- Ability to work with students who exhibit unhelpful, unsafe behaviors and provide support and professional learning/training for staff who work with such students.

**Preferred:**

- Experience in managing challenging, calling for help behaviors
- Knowledge of Conscious Discipline
- Experience working in Early Childhood Education
- Training experience

The successful candidate must have the physical ability to maintain visual and auditory supervision of children, interact actively with preschool children in the classroom and on the playground, and lift or move up to 50 pounds.

This position involves working closely as a team member and frequent interaction with parents and community members. Strict confidentiality and accuracy in record-keeping, reporting and data entry is essential.

**Additional Comments:**

Beginning date August 19, 2019 through June 26, 2020 - 40 Hours/Week

Prior to beginning work, the successful candidate must:

- Provide documentation of verification (i.e. Passport, Driver's License, Official ID Card, Original Birth Certificate, Social Security Card)

☞ Enrollment in the Oregon Child Care Division Central Background Registry or provide verification of application. [https://www.oregon.gov/OCC/Pages/Online\\_application\\_informationpage.aspx](https://www.oregon.gov/OCC/Pages/Online_application_informationpage.aspx)

☞ Communicable Disease Clearance from a qualified Healthcare Provider

☞ Pediatric CPR/First Aid certification required within 30 days of employment.

**Compensation:**

☞ Beginning Salary Range: \$3,109 -- \$3,434/month

☞ Wage dependent on education and experience. Full Benefit Package Available

## Application Information

To complete the application process, include:

☞ Obtain application <https://www.eou.edu/hdstart/>

☞ A written statement of your desire to be considered for the position

☞ The completed Employment Application (all 4 pages);

☞ Affirmative Action Data Sheet (Optional)

☞ Transcripts/Diplomas/Certifications, if you are applying for a Teacher, Teacher Assistant, Family Service Specialist, Inclusion Specialist or Management position

☞ Enrollment in the Oregon Child Care Division Central Background Registry or provide verification of application. [https://www.oregon.gov/OCC/Pages/Online\\_application\\_informationpage.aspx](https://www.oregon.gov/OCC/Pages/Online_application_informationpage.aspx)

☞ Photocopies of First Aid/CPR certification, Oregon Food Handler's card, if available, or any other documentation that supports your qualifications.

☞ At least 2 letters of reference

☞ You may be asked to provide additional information.

Submit Applications to: Eastern Oregon Head Start  
Ackerman Hall Room 016  
Eastern Oregon University  
One University Boulevard  
La Grande, OR 97850

Fax – 541-962-3794

Kyle Ludwig

[ludwigr@eou.edu](mailto:ludwigr@eou.edu)

541-962-3409

All job offers are contingent on approval by the Head Start Policy Council